City of Pemberton

Main Street Plaza

141 4th Street
Pemberton, MN 56078
(507) 869-3650
https://pembertonmn.govoffice2.com/
pemberton.city@mchsi.com

2025 Rental Agreement

Contract can be mailed or emailed. Please Return pages 1, 3 and 4.
All checks can be made payable to the City of Pemberton.
Checks must be dated with a current date **(no postdated checks)**.

Name_____ Phone #_____ Email_____

Event date(s)_____ Event Start Time_____ Event End Time_____

Building access/key activation Start Date_____ Building access/key activation Start Time_____

Building access/key activation End Date_____ Building access/key activation End Time_____

50% non-refundable down payment and Contract are due at time of booking.

50% non-refundable balance is due 60 days prior to your rental.

$250 security deposit (damage & cleaning) is due at the time of key pickup.

Bronze Package $175	*Silver Package $300*	*Gold Package $800*
1-80 People Community Room & Kitchen	81-150 People Community Room, Kitchen, Gym, & Gazebo	151 – 500 People Comm. Room, Kitchen, Gym, Bar Gazebo & Day Before Set Up

I choose the following Package: _____

Additional areas to add to any package or rent separately.

____ Bar $250
____ Extra Rental of Room per day $100
____ Commercial Kitchen $100
____ Gymnasium $25/hr
_____ Linen Rental Needed
_____ Add Gym to any Package $50
_____ Community Room only $125
_____ Use of Deep Fryer in Kitchen extra $35 + Oil

Alcoholic beverages to be served (see page 4)? ____Yes ____ No

____ Setup Fee- I request the room be arranged with table and chairs prior to the event $30/hr

Total Amount Due: _____

Any areas that are not rented will be locked and unavailable for use.

Events Open to the Public have to have a Licensed Cater that stays through the serving of the food.

Clean up needs to be done immediately after your event or you will be charge for an extra day.

Security deposit (damage and cleaning) will be cashed after the event for damages beyond normal wear and tear and for cleaning beyond the expected condition.

I agree to all the terms listed in this contract:_____(Signature)

Supersedes all previous contracts

Seating Capacity

Table Seating Capacity
Community Center ……..…….200
Community Center w/ Gymnasium…. …….500

Meeting Seating Capacity – No Tables
Community Center…….300

Sporting Event Capacity
Activity Center is used for Basketball, Volleyball, and Recreational

Security Deposit (damage and cleaning)

A security damage deposit is required for all leasing in the form of a check made out to the City of Pemberton for $250.00. This deposit must be made at the time of key pickup. Security deposit will be returned only after the key is returned and inspection of the building is done.

Key Fob

Key fob may be picked up the week of your event when you come to pay for the rental of the facility at City Hall Office. Contact City Clerk at 507-869-3650 to set up a time to get key.

Parking

Handicap parking is provided. Community Center and Activity Center parking available on the south side of the Main Street Plaza. Please use the double doors on the south side to enter building. Do not park on the grass area during spring thaw or on rainy days. No overnight parking is allowed.

Decorating
Glitter or hanging anything from the walls of the facility is **NOT** allowed. If you have questions, please contact the City Clerk.

Security
For the safety of your event there are security cameras recording at all times.

Excessive Spills or Scratches
If there happens to be a spill on the carpet please dab it with a rag. Do NOT rub it in! If the spill happens on the gymnasium floor clean it up immediately! If excessive spills/stains on carpet or scratches on gymnasium floor due to negligence of rental party the rental party agrees to pay $500.

Liquid Dispensers (example Coffee and Juice/Punch)
All Liquid Dispensers are **ONLY** allowed on south or west side of Bar counter top or on Kitchen counter top. If damaged is done to carpet due to rental party negligence rental party will be charged $500.

Coolers or any Containers that could possibly leak or sweat
Coolers or any containers that will possibly leak or sweat are **NOT** allowed on carpet area or gymnasium! Those items need to be put on south or west side of Bar on rug or placed under the Kitchen counter on rug. If damaged is done due to rental party negligence rental party will charged $500.

Hold Harmless Agreement

I understand that my use of the Main Street Plaza is voluntary and that I am using it for my benefit only. I agree that my use of the facility is undertaken at my own sole risk. The City of Pemberton shall not be liable for any claims, injuries, damages, causes of action to the undersigned or the undersigned's property arising out of or connected with the use of the facility and the undersigned does hereby expressly release and discharge the City from all such claims, demands, injuries, and causes of action, and from all acts of ordinary negligence on the part of the City, its agents or employees. I also agree to defend, indemnify and hold harmless the City of Pemberton from any claims, injuries, or damages of whatever nature arising out of or connected with undersigned use of the Main Street Plaza. I agree to exercise due care in the preservation of the premises and to prevent littering in or outside property and presence of unauthorized person during all usage periods. I also agree to reimburse the City of Pemberton for any damage, breakage, maintenance, theft of equipment beyond the damage deposit figure if so warranted.

_____ _____

User Representative Date

Please return all forms required to
City of Pemberton
141 4th Street, Suite 101
Pemberton, MN 56078

Received Check #_____
Amount_____

To be filled out be inspector after building is used.
Date Used: _____
Inspection Date: _____
Cleaned_____
Keys returned_____
Notes:_____
_____
_____
_____
Damage deposit returned _____Cashed_____

Liquor Policy – Main Street Plaza

Liquor will be handled through Main Street Plaza. See City Clerk 507.869.3650 about arrangements.

Pursuant to Minnesota Liquor Law Statues, use of alcoholic beverages is permitted under certain circumstances, providing all licenses, insurance, law enforcement and indemnification clauses are provided by the user.

- For Bronze Package (small family holiday gathering) beverages may be brought into the Main Street Plaza for use. Certificate of Homeowner's Insurance for liability is required! If you are having a Keg you will need to order it through Main Street Plaza 3 months in advance.

- For Silver and Gold Packages where you are wanting Bar Service Main Street Plaza will handle arranging bartenders and ordering the liquor. See City Clerk for Liquor fees and options.

Where alcohol is served or given away, you are required to hire a person with security training. This person should also have alcohol and awareness training. This is at your own cost and should be paid to the person at the start of the event. Failure to have a monitor at the dance could result in no alcoholic beverages being served. The person hired must be present when the bar opens until it closes.

No alcoholic beverages are allowed outside of building including parking lot. If Main Street Plaza staff see that people are serving alcoholic beverages anywhere (other than bar area) on Main Street Plaza property the people will be asked to leave.

Bar must close by 11 pm

Main Street Plaza

Clean Up Checklist

We hope you have a great event. At the end of the evening this checklist needs to be followed.

Return the facility back to how it was before you arrived!

Community Room

- ✓ Dump all liquid left in glasses in the sink, not in garbage bags.
- ✓ Wipe off Tables and Chairs.
- ✓ Removal of all decorations and disposal of **all garbage must be removed from the building**. (Including kitchen, community room, bathrooms, etc). Garbage is to be put in the dumpster on the **east side** of the building. Additional garbage bags are in the storage closet on rack.
- ✓ Sweep and vacuum floors, straighten all tables and chairs (return the room to how it looked BEFORE you arrived)
- ✓ If something gets spilled on carpet when cleaning up spill please blot don't rub into carpet.

Gym

- ✓ Sweep and scrub floor if needed.
- ✓ Turn off lights.

Bathrooms

- ✓ Inspect bathrooms for water running, toilets flushed and garbage removed.
- ✓ Wipe up any spilled water on floor.

Kitchen

- ✓ Clean countertops and sinks.
- ✓ Clean all equipment that is used (stoves, microwave, processor, grill and refrigerator etc). Remove all personal items, including leftovers.
- ✓ Put back all washed dishes where you found them.
- ✓ Wash and dry sinks to prevent spotting.
- ✓ Take out garbage.
- ✓ Sweep and scrub kitchen floor.
- ✓ Please leave all wet towels and rags in the kitchen. They will be laundered by the maintenance staff.

*Make sure to turn off lights.
*Return the key fob to the drop box on the **east side** of building (labeled *Water Payments*).
*If you don't clean up after yourself and you haven't paid the clean up fee your deposit check will be cashed and additional fees will be charged to cover cleanup. Reporting, repairing, or replacing any damage or loss of Main Street Plaza facilities or equipment must be done within 24 hours of your activity.

DO report anything that gets broken.
DO NOT:

- ✓ Use glass bottles or glasses.
- ✓ Use aerosol cans of any kind.
- ✓ No flames other then candles.
- ✓ No cooking outside the kitchen area.
- ✓ No tape use on the walls.
- ✓ No nails or screws may be put in the walls or ceiling.
- ✓ No dragging the tables, carry them.
- ✓ No confetti or glitter may be used for decoration.
- ✓ No Command Strips may be used on walls or ceilings. They do remove paint.